

# Creative Spaces Mentoring Network



## Frequently Asked Questions (FAQ)

### What is the Creative Spaces Mentoring Network?

The Creative Spaces Mentoring Network (CSMN) is a program that provides leaders in Ontario’s arts community, engaged with space-related issues, with the unique opportunity of a one-to-one learning experience with a topic expert. The mentor will provide their knowledge and expertise related to the mentee’s project to further develop the skills needed to manage a capital project and creative space successfully. The 2021-22 program is the seventh iteration of the CSMN.

### What are “One-to-One” Meetings?

Through the CSMN program, ArtsBuild Ontario (ABO) matches mentees who are arts and cultural leaders around Ontario with experienced mentors from the arts or other relevant sectors, forming a mentoring team. The mentoring teams will meet for up to three hours monthly over 12 months to focus on furthering skills and knowledge related to supporting the mentee’s project, as identified by the mentee in the application process. To honor the safety and wellbeing of mentors and mentees, this year’s program will feature remote mentor-mentee meetings – online or over the phone – and they must be done in a manner that is agreeable to both the mentor and mentee. Should mentor and mentee wish to meet in person, both participants must follow provincial and regional health and safety protocol. Additionally, ABO will conduct casual check-ins throughout the year with all participants in the program to track how their experience with the program is going, providing support to ensure meetings are taking place and to answer any questions they may have.

### Resources List & Webinar Packages

To provide further support, ABO will provide a package of free accessible resources that offer learning opportunities in regards to creative space development. This package will include recordings of webinars as well as case studies highlighting unique creative space projects across Ontario. In addition, ABO will include a list of COVID relief resources for artists and arts organizations. Lastly, CSMN 2021-2022 participants will have access to a series of webinar recordings at a discounted rate, covering the following topics:

- community engagement strategies (Bundle 1)
- alternative financing methods (Bundle 1)

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- strategic planning and partnerships (Bundle 2)
- financial management and capital projects (Bundle 2)
- capital campaign strategies (Bundle 2)
- and operational planning at various stages of your project (Bundle 2)

Each Bundle is available to CSMN 2021-22 participants for a discounted price of 50% off each Bundle, or 25% off individually. If you are interested in these recordings, please contact Tyler Woodward, Program & Communications Coordinator, at [tyler@artsbuildontario.ca](mailto:tyler@artsbuildontario.ca).

## How does the Creative Spaces Mentoring Network work?

ABO will pair selected mentees with an appropriate mentor based on the focus areas for skill development related to a creative space noted in their application. After the initial Kick-Off Webinar, mentoring teams will meet for up to three hours per month, over the course of 12 months. To best support our mentors during this unprecedented time, mentors will be provided a one-time honorarium for this iteration of the program. The mentoring team discussions are entirely confidential and will focus on specific challenges and skills identified by the mentee at the beginning of the partnership. To ensure that the program is successful for all participants, ABO will periodically check-in with participants throughout the year.

## Questions You May Have

### What do I need to be eligible as a mentor, and how do I apply?

Arts and cultural professionals who have been part of a capital project, strategic plan, or have knowledge to share in arts management, are eligible for the program. If you are interested in becoming a mentor, please complete this [Mentor Interest Form](#).

### Is there a deadline to apply as a mentor?

There is no deadline to apply as a mentor, as the Mentor Interest Form applies to both current and future iterations of the program.

### What should I do if there are conflicts in my schedule and/or my mentee's schedule for One-to-One Meetings?

You are free to reschedule meetings as you see fit. Please remember that mentees and mentors are to schedule meetings for up to three hours in total per month. Should conflicts

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suddenly arise, be sure to contact your mentee to reschedule. Be respectful of your mentor's time, and come to meetings prepared to participate!

## What are my expectations as a mentor?

As a mentor, you are expected to communicate with your mentee and provide guidance based on your own skills and experiences, in the hopes of furthering their creative space project. Ensure that the mentee has clearly communicated their goals for the project with you, and rest assured that ABO will match you with a mentee whose project aligns well with your professional skills. If you have any questions or concerns, please feel free to reach out to ABO.

## Will there be an in-person component of the program?

If an in-person event (such as a workshop for the Kick-Off or Closing points of the program) has been deemed safe to organize in accordance with provincial and regional health and safety regulations, and if participants are comfortable with an in-person event, ArtsBuild Ontario will plan accordingly and inform all participants well in advance. Otherwise, all events will be expected to take place in a virtual format.

## If there is an in-person event, does the CSMN provide travel costs?

Unfortunately, we are unable to support travel costs related to attending any in-person workshops and mentoring team meetings.

## Why do I need to attend the Kick-Off Webinar, Mid-Program Webinar and Wrap-Up Webinar?

Preparing teams to make the best use of their time together is an important element in the success of mentoring. Teams are encouraged to develop their own working style and dynamic, but research and experience show that the more the mentee puts into the relationship, the greater the commitment is reciprocated from the mentor. The Kick-Off Webinar will cover best practices and help clarify shared expectations as well. Furthermore, it will provide you with an opportunity to network with other program participants and mentors. The Mid-Point Webinar will be a brief check-in with everyone, and offer some helpful tips for mentoring in this middling point of the program. Lastly, the Closing Webinar will be both a reflective piece for how you experienced the program, and it will cover best practices on concluding (or continuing) your mentoring relationship.

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## What happens if the mentoring match is not the best fit?

ABO will provide appropriate support throughout the program to ensure that the match is positive and meaningful for both the mentor and the mentee. We expect the mentees to make ABO aware if the match is not working, in which case we will assist or rematch the mentee.

## Additional Questions

If you have any questions about the Creative Spaces Mentoring Network that have not been covered in the above FAQ, please contact Amy Poole, Program Manager, at 519-880-3670 ext. 102.

**You can find this overview and other Creative Spaces Mentoring Network documents and forms at:**

**<https://www.artsbuildontario.ca/learning/mentoring-network/>**